

S E C R E T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140126-3

Classification

CONTROL NO.

REPORTS INVENTORY		DDS/OTR/ <input type="text"/> 9	25X1						
		2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING						
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (if a fill-in report include Form No.) <input type="text"/> Report		2. TYPE OF REPORT	STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING						
3. FUNCTIONAL AREA		PERSONNEL	TRAINING						
		LOGISTICS	SECURITY						
		MEDICAL	X FINANCE						
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually							
6. DISTRIBUTION (No. of components not number of copies) 2		7. FORMAT (memorandum, form computer print-out, etc) Typed Acctg.							
8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <input type="text"/> 25X1							
10. PREPARING COMPONENT (include lowest level contributing information to report) Special Services Officer		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 0 (Monthly Income and Expense Statements for the Mess.)							
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS7	4.50		2		9.00		1		\$ 9.00
GS7	4.50		3		13.50		1		13.50
GS11	6.50		1		6.50		1		6.50
GS12	8.00		1		8.00		1		8.00
									\$37.00
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR									\$37.00
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
Financial Statement of Self-sustaining club activity. Submitted 30 June of each year and Statement of Income and Expense for the year in accordance with <input type="text"/> 25X1									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE								ESTIMATED SAVINGS 25X1 MAN-HOURS DOLLARS 0 0 STAT	
15. DATE OF INVENTORY 25X1 10/1/70		UBLISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140126-3 Finance Officer, <input type="text"/>						16. EXTENSION <input type="text"/>	

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